

Currently, we are looking to fill the following position:

## Operating Manager - Northumberland Workforce Housing Initiative

Temporary, full-time (Approximately Two (2) year contract)

Salary: To be determined

A Northumberland County Municipal Service Corporation, known as Northumberland Workforce Housing, is seeking a visionary leader to spearhead an initiative that will shape the future of our local economy. By addressing the critical need for workforce housing, you will play a pivotal role in strengthening the community and enabling economic prosperity.

Northumberland Workforce Housing is specifically geared to attracting families whose working household incomes fall within a range that would allow them to qualify for mortgage financing on a home that is developed on land acquired at no cost and/or infrastructure costs can be offset.

We are seeking an individual with the following qualifications and skills:

### Qualifications:

- **Experience in leadership:** Provide inspirational and visionary leadership to advance the workforce housing initiative.
- **Experience in strategic planning:** Support the strategic objectives and direction of the Northumberland Workforce Housing (NWHC) Board of Directors.
- **Financial management expertise:** Ensure the financial health and sustainability of the NWHC by managing budgets and overseeing financial planning.
- **Experience in partnership development:** Develop partnerships and implement agreements with developers, contractors, and financial institutions to implement workforce housing programming.
- **Experience in municipal collaboration:** Work with Northumberland municipalities to acquire the land needed to build workforce housing.
- **Project management experience:** Project management skills that include construction, land use planning, real estate, banking, financing, and community building.

### Skills:

- **Leadership and vision:** Provide inspirational and visionary leadership to advance the workforce housing initiative.
- **Operational management:** Administer and operate the Northumberland Workforce Housing Corporation.
- **Relationship-building:** Build and support a customer base.
- **Operational integration:** Develop an integrated operational model which utilizes existing resources and partnerships to expedite growth and development.
- **Project management:** Skills in managing projects related to construction, land use planning, real estate, banking, financing, and community building.

The NWHC will function with the support of the Department of Economic Development, Planning and Strategic Initiatives. The ideal candidate will have a background in urban planning, business administration, or a related field, with significant experience in public/private sector collaboration, project management, or real estate development.

### How to Apply:

To ensure your application is considered, please submit your cover letter, résumé, and any supporting documents in a single file (preferably MS Word or PDF format). Ensure all documents are clearly

named and easy to review

We invite you to submit your application **by 4:30pm on Wednesday, April 30, 2025, to:**

Human Resources  
County of Northumberland  
555 Courthouse Road  
Cobourg, ON K9A 5J6  
**Email:** [hr@northumberland.ca](mailto:hr@northumberland.ca)  
Fax: 905-372-3046

Please note that accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process. Please e-mail your request to [accessibility@northumberland.ca](mailto:accessibility@northumberland.ca) or call 905-372-3329 ext. 2327. Alternative formats of this job posting are available upon request.

Personal information collected through the recruitment process will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.